

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Senior Plans Examiner

BAND	GRADE	
NE	622	
DEPARTMENT: Development Services	ACCOUNTABLE TO: Division Manager	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbent is primarily responsible for planning, coordinating and supervising the work of Plans Examiners. Duties include: Supervising, providing training and technical guidance to other examiners; determining and assigning workloads; reviewing and approving residential, commercial and industrial construction plans and specifications for building code compliance; calculating values for permit fees; advising architects, engineers, contractors and draftsmen of solutions to building code and technical problems; performing field investigations; and, preparing plan review reports for code compliance.		
DISTINGUISHING CHARACTERISTICS: The Senior Plans Examiner is the fourth level in a four level plans examiner series. The Senior Plans Examiner is distinguished from the Plans Examiner I and II and Counter Plans Examiner in that the Senior Plans Examiner is responsible for supervising, training, providing technical guidance to other examiners and scheduling work.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FREQUENCY	
1.	Supervises staff to include: Assigning and determining work loads; ensuring staff are trained, evaluating performance, determining disciplinary actions and approving time off.	Daily	
2.	Conducts plan review of residential and complex commercial and industrial construction plans to ensure compliance with codes and to ensure plans are complete.	Daily	
3.	Attends and represents the city at building permit meetings; recommends goals, objectives and personnel needs to Division Manager.	As Required	
4.	Confers with examiners on follow-up of projects; provides code interpretations, technical advice and training.	Daily	
5.	Calculates values for permit fees.	Daily	

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6.	Provides information regarding code changes and requirements to the public and to contractors.	Daily	
7.	Advises architects, engineers, contractors and draftsmen of solutions to code and technical problems.	Daily	
8.	Prepares plan review reports for code conformance; coordinates and reviews multi-department and inter-departmental plan review on complex commercial and industrial projects.	Daily	
9.	Resolves code issues and conflicts with registrants and designers; researches and resolves building code complaints.	Daily	
10.	Coordinates with inspectors on follow-up to projects in plan review.	Monthly	
11.	Updates and maintains computer databases.	Daily	
12.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Supervisory theories and principles;
- Local zoning ordinances and policies;
- Applicable codes, laws and regulations;
- Basic engineering and construction practices.

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Skills (position requirements at entry):

Skill in:

- Assigning, monitoring and evaluating the work of staff;
- Training, scheduling and assigning work;
- Reading and interpreting blueprints and specifications;
- Organizing and coordinating plans and applications;
- Solving problems;
- Interpreting and enforcing codes;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Associate's Degree in Building Construction or related field and six years experience in plans or building inspection and one year of lead lead or supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Position requires:

- Valid Arizona Driver's License;
- International Code Council (ICC) Building Plans Examiner Certification;
- ICC Electrical Plans Examiner Examiner Certification;
- ICC Plumbing Plans Examiner Certification;
- ICC Mechanical Plans Examiner Certification.

Physical Requirements:

Positions in this class typically require: stooping, reaching, sitting, standing, walking, lifting, fingering, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:

Draft prepared by Human Resources

Date: 06/00

Rev: 09/01; 06/03 (skm); 07/07 (jls)

Rev. 07/07